



National NAGPRA

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# Native American Graves Protection and Repatriation Act FY2008 Grant Guidelines

## Introduction

The National Park Service's (NPS) National NAGPRA Program invites proposals for FY2008 Native American Graves Protection and Repatriation Act (NAGPRA) grants. Section 10 of the Act authorizes the Secretary of the Interior to make grants to museums, Indian tribes, and Native Hawaiian organizations for the purposes of assisting in consultation, documentation, and repatriation of Native American "cultural items," including human remains, funerary objects, sacred objects, and objects of cultural patrimony. Two types of NAGPRA grants are available: Consultation/Documentation Awards (up to \$75,000) and Repatriation Awards (up to \$15,000).

NAGPRA grants are available pending Congressional appropriation of funds. Applicants are encouraged to design projects that best fit their needs. Applications are especially sought from those Indian tribes, Native Hawaiian organizations, and museums that have not previously been awarded a NAGPRA grant.

## Who May Apply?

### An Indian tribe or Native Hawaiian organization

An *Indian tribe* is defined under NAGPRA as any tribe, band, nation, or other organized group or community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. The Department of the Interior has interpreted this definition as applying to approximately 770 Indian tribes, Alaska Native villages, and Alaska Native corporations that are recognized by the Bureau of Indian Affairs.

*Native Hawaiian organizations* include any organization that: (a) serves and represents the interests of Native Hawaiians, (b) has as a primary and stated purpose the provision of services to Native Hawaiians, and (c) has expertise in Native Hawaiian Affairs. NAGPRA states that such Native Hawaiian organizations shall include the Office of Hawaiian Affairs and Hui Malama I Na Kupuna O Hawai'i Nei.

**A museum that has control of Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony.**

*Museums* may include state or local government agencies, private institutions, and institutions of higher learning that have received Federal funds.

Eligible museums must have completed the following NAGPRA obligations, if applicable:

- Provided a written summary by November 16, 1993, of Native American collections in their possession or control to culturally affiliated Indian tribes, Native Hawaiian organizations, and the National NAGPRA program office; and
- Submitted an inventory by November 16, 1995 (or other deadline as stipulated by the Department of the Interior), of Native American human remains and associated funerary objects in their possession or control in 1995 to culturally affiliated Indian tribes, Native Hawaiian organizations, and the National NAGPRA program office.

## **What We Fund**

NAGPRA grants are awarded in two categories: Consultation/Documentation and Repatriation.

**Consultation/Documentation Awards** fund individual projects that range from \$5,000 to \$75,000, and will be granted to:

- Fund travel for lineal descendants, traditional religious leaders, and Indian tribe and Native Hawaiian officials to visit museums and Federal agencies to view collections and consult regarding the identification, cultural affiliation, proper care, and repatriation of cultural items, including culturally unidentifiable human remains and associated funerary objects;
- Fund travel by museum staff to consult with lineal descendants, Indian tribes, and Native Hawaiian organizations regarding the identification, cultural affiliation, proper care, and repatriation of Native American cultural items, including culturally unidentifiable human remains and associated funerary objects;
- Support regional meetings to discuss the disposition of culturally unidentifiable Native American human remains and associated funerary objects;
- Train staff in the fundamentals of NAGPRA and in techniques for documenting the cultural affiliation and/or treatment history of cultural items;
- Document the condition and treatment history of cultural items to be repatriated in order to mitigate potential health risks.

Grant requests are considered on a competitive basis and are awarded once each year. Grant applications are usually due by March 1 and awards announced in early summer.

For FY2008, Consultation/Documentation grant applicants are especially encouraged to consider projects that incorporate one or more of the following themes—

**Consultation and documentation to update previously completed summaries or inventories.** Museums may need to update previously completed summaries or inventories to account for newly acquired collections or to involve newly acknowledged Indian tribes.

**Consultations regarding the disposition of culturally unidentifiable Native American human remains and associated funerary objects in collections.** Both Indian tribes and museums have expressed interest in developing models and agreements to effect the return of culturally unidentifiable human remains and associated funerary objects. Potential consultation topics include collaborative information sharing to establish cultural affiliation where information in museum records is currently lacking, regional inter-tribal agreements on the disposition of culturally unidentifiable human remains and associated funerary objects, and the development of documentation to support specific disposition requests to the Native American Graves Protection and Repatriation Review Committee.

**Collaborative consultations regarding the cultural affiliation and repatriation of Federal collections.** The documentation of Federal collections subject to NAGPRA continues to be an issue of concern to Indian tribes, Native Hawaiian organizations, museums, and the Review Committee. Tribes and museums may develop creative solutions to this problem through collaborative consultations and documentation projects that focus on Federal collections, and involve joint tribal, museum, and Federal agency participation. The funding cap of \$75,000 also applies to any collaborative project.

**Expanding NAGPRA consultation through innovative technological applications.** Among the requirements of meaningful NAGPRA consultation is the need to share information with all potentially affected parties. Barriers to this information sharing can include geographic distance, as well as cultural and individual differences in what constitutes useful information. Innovative technological applications, such as the Web, digital imaging, televideo conferencing, and desktop publishing, can serve to help bridge these barriers.

Applicants are encouraged to focus the grant request on a specific project. Grant applications will be reviewed by the panel in a two-step process. First the panel will review all grant applications received and will rank all grants on the basis of project merit. Next the panel will examine the budget items and approve the grant in an amount to meet the project goals, not to exceed \$75,000 per project. Although a grant may not be funded to the full amount of the request, the panel will support each applicant's efforts to meet the project goals, while seeking to fund the maximum number of meritorious grant requests.

**Repatriation Awards** can be for any amount up to \$15,000, and will be granted to complete the transfer of possession of Native American cultural items from museums and Federal agencies to lineal descendants, Indian tribes, and Native Hawaiian organizations as part of the repatriation process. Appropriate costs may include:

- Travel by lineal descendants, traditional religious leaders, tribal officials, Native Hawaiian officials and museum officials to prepare and/or accompany cultural items to the lineal descendant, Indian tribe, or Native Hawaiian organization;
- Transportation of cultural items to the lineal descendant, Indian tribe, or Native Hawaiian organization;
- Documenting the condition and treatment history of cultural items to be repatriated in order to mitigate potential health risks and where possible mitigating health risks;

- Construction of appropriate containers for the transport and disposition of repatriated cultural items.

Applicants are encouraged to accomplish the repatriation of items listed in separate notices, but from the same museum or in the same geographical area, in a single repatriation grant request of no more than \$15,000.

Requests may be submitted anytime from October 1 to June 30 of each year and will be considered on an as received basis to the extent that funds are available. Grants received too late for consideration may be held or resubmitted for the next fiscal year.

**Repatriation grants** will be awarded only after:

- Publication of the required Notice of Inventory Completion or Notice of Intent to Repatriate in the *Federal Register*; and
- Documentation of transfer of control of the cultural items from the museum or Federal agency to the lineal descendant, Indian tribe, or Native Hawaiian organization; and
- Review by the National NAGPRA staff in consultation with the applicant on the amount necessary to complete the described activities, and not to exceed \$15,000.

A template for the documentation of transfer of control is available on the NAGPRA Grants Web page, [www.nps.gov/history/nagpra/grants](http://www.nps.gov/history/nagpra/grants).

Funding is not available for activities that occurred prior to submission of the application. Repatriation grant applications should be submitted at least 8 weeks prior to the scheduled repatriation. Funding may not be immediately available.

### **What We Do Not Fund**

NAGPRA grants will not be awarded for certain activities, including but not limited to:

- Consultation/documentation or repatriation of cultural items that are in the *control* of a foreign institution. Grants may be awarded for consultation/documentation or repatriation of cultural items in the *possession* of a foreign institution that are in the *control* of a museum or Federal agency subject to NAGPRA;
- Cultural properties management activities;
- Cultural resources protection activities;
- Activities related to excavations or inadvertent discoveries on Federal or tribal lands (or local or state lands) after November 16, 1990;

- Costs of litigation, including expert testimony;
- Ongoing care and curation of cultural items;
- Construction and/or renovation of facilities;
- Purchase of land and/or buildings;
- Costs associated with the transport of cultural items for which control is not transferred to a lineal descendant, Indian tribe, or Native Hawaiian organization;
- Overhead or indirect cost rates above 25 percent (if your negotiated indirect cost rate is above 25 percent you may still apply for a grant, but you must contribute indirect costs in excess of 25 percent as your match/cost share);
- Projects proposed by applicants who have previously received a NAGPRA grant, but whose grant expired without successfully completing major elements of the proposed work, or without meeting the conditions of the grant award. This applies to each and all applicants involved in collaborative proposals. If you have questions about the eligibility of your organization, please contact the National NAGPRA Program at (202) 354-2203, or via e-mail at [NAGPRA\\_Grants@nps.gov](mailto:NAGPRA_Grants@nps.gov).

Additional restrictions apply to Federal and National Park Service grants. Please read OMB Circular A-21 (Cost Principles for Educational Institutions), OMB Circular A-87 (Cost Principles Applicable to Grants and Contracts with State and Local Governments), and OMB Circular A-122 (Cost Principles for Nonprofit Organizations). OMB circulars are available online at <http://www.whitehouse.gov/omb/circulars/index.html>, or can be requested from the National NAGPRA office.

You may submit more than one project proposal. However, *a separate and complete proposal package must be submitted for each project*. If you submit multiple proposals, please rank them in order of priority.

### Preparing the Proposal Package

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Grant proposals must include the following items to be considered:

SF424 .....	One original + five photocopies
Proposal Form: Sections 1 through 6.....	One original + five photocopies
Proposal Form: Section 7 .....	Six photocopies of Indirect Cost Rate Agreement
Proposal Form: Section 8 .....	One photocopy of Auditor's Report letter

Proposal forms are available through the National NAGPRA Program. Please read the instructions below before completing each question. Please type or print legibly.

### SF-424: Application for Federal Assistance

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All items should be completed (except for items 3 and 4) and signed by the authorizing official. See the back of the form for OMB-detailed instructions. Note that grant funds will not be

available until approximately August 1, 2008. All project activities must take place within the requested time period.

## **FY2008 Grant Proposal Form**

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### **Section 1: Project Information**

Provide this information for efficient consideration of your proposal and for administering the grant if an award is made.

- A. Check either 1, 2, 3, or 4. Do not check more than one category.
- B. Provide a brief description of the proposed project in up to 150 words. Do not exceed the space provided.
- C. Museum applicants only. Provide a single number representing the best estimate of the number of items in the indicated NAGPRA categories.
- D. Enter the name, title, mailing address, and e-mail address, if available, of the person who is authorizing the project (this person also signs the SF424).
- E. Enter the name, title, mailing address, and e-mail address, if available, of the person who will carry out the project or will be responsible for directing it.
- F. Enter the name, title, and mailing address, and e-mail address, if available, of the person who will be responsible for the fiscal management of the grant.

### **Section 2: Project Description**

Submit narrative responses to the four questions provided. Responses to each question should not exceed one single-sided page, and should be typed with print large enough to be read comfortably (12 point is recommended). Applicants are encouraged to identify discrete activities within the project, and to demonstrate how the project personnel and resources will be managed to achieve the stated objectives. Include a schedule for completing each project activity discussed in the Project Description. Grant funds will not be available until approximately August 1, 2008. Projects shall be completed within 18 months of award. Schedule enough time to plan, conduct, and close out the proposed project accordingly.

Projects will be evaluated on the goals and objectives, and the activities planned to meet those goals and objectives. Funding requests will also be evaluated on the necessity of the item to meet the project goals and objectives, so funding should be linked to activities necessary to meet expected outcomes.

### **Section 3: Budget**

Before developing the project budget, applicants should review the section of the guidelines that discusses the different types of awards, limitations on the length of the grant period, and restrictions on the types of costs that may appear in the project budget. Please also consult all OMB Circulars (A-21, A-87, and A-122) that may apply, see <http://www.whitehouse.gov/omb/circulars/index.html>.

The budget should include project costs that will be charged to grant funds (Grant Funds) as well as those that will be supported by applicant or third-party cash and in-kind contributions (Match/Cost Share). **A match/cost share is not required.**

*A. Salaries and Wages:* Applicants should provide the names and/or titles of all project personnel identified in the Project Description. For support staff, provide only a title and number of persons doing that type of work. The “% FTE” is the percentage of a Full Time Equivalent that each person will be working (for example: 50% FTE = half time).

Example:

Name/Title	Full Time Monthly Salary	% FTE	No. of Months	Grant Funds	Match/ Cost Share	Total
Jane Able, project director	\$3,000	100%	9	0	\$27,000	\$27,000
John Baker, cultural spec.	\$2,000	50%	6	\$6,000	0	\$6,000

*B. Fringe Benefits:* Fringe benefits may include contributions to Social Security, employee insurance, pension plans, etc. Only benefits that are not included in an organization's indirect costs may be shown as direct costs.

Example:

Rate		Salary Base	Grant Funds	Match/ Cost Share	Total
11%	multiplied by	\$27,000	0	\$ 2,970	\$ 2,970
8%	multiplied by	\$11,874	\$ 500	\$ 450	\$ 950

*C. Consultant Fees:* This category includes professional and technical consultants' fees and honoraria, including tribal elders and other tribal consultants. Applicants should include 1) the name and type of consultant (if the consultant has not yet been chosen, the type of consultant is sufficient); 2) rate of compensation (daily or hourly rate); 3) number of days on the project; and 4) total consultation fee or honorarium (not including travel costs). Where applicable, include a justification for costs indicating regional costs or ranges for services.

Example:

Name/Type of consultant	Number of days on project	Daily Rate of compensation	Grant Funds	Match/ Cost Share	Total
Sally Smith, physical anth.	6	\$200/day	\$1,200	0	\$1,200
Archeologist	5	\$150/day	0	\$ 750	\$ 750
Tribal Elder	5	\$150/day	\$ 750	0	\$ 750

D. *Travel*: For air travel, applicants should include the cost of coach-class tickets only. First-class fares will not be supported. Per diem rates shall not exceed maximum Federal rates. Applicants should specify A) how many people will be taking each trip; B) how many days each person will be traveling; C) the per diem rate (meals and lodging) per person per day; D) the total per diem (meals and lodging) for each trip; E) transportation costs per person, such as airfare or mileage at 36.5 cents per mile for personal vehicles; and F) the total transportation cost for the trip.

Example:

From/To	No. of persons A	No. of Travel Days B	Per diem (lodging and meals) per person per day C	Total per diem (lodging and meals) for this trip $D = A \times B \times C$	Transportation costs (airfare and mileage) per person E	Total transportation costs (airfare and mileage) for this trip $F = A \times E$	Grant Funds	Match/ Cost Share	Total $G = D + F$
Reno, NV to Washington, DC	2	2	\$200	\$800	\$1,500	\$3,000	\$3,300	\$ 500	\$3,800

Current per diem rates are available at

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8203&channelId=-15943>. Follow the links for domestic per diem rates.

E. *Supplies and Materials*: This category includes consumable supplies, raw materials, and expendable equipment (items costing less than \$500 or have an estimated useful life of less than 2 years). “General office supplies” is not an acceptable line item.

Example:

Item	No.	Method of Computation	Grant Funds	Match/ Cost Share	Total
Floppy disks	25	\$2 each	\$50	0	\$50
Rolls of film	20	\$5 each	0	\$100	\$100

F. *Services*: This category includes the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not under other budget categories or included among indirect costs.

Example:

Item	Method of Computation	Grant Funds	Match/ Cost Share	Total
Telephone service	18 months @ \$100 per month	\$1800	0	\$1800
Copier rental	18 months @ \$200 per month	\$1800	\$1800	\$3600



G. *Other Costs*: This category includes such items as stipends, equipment purchases over \$500 per item, and other items not previously listed. An applicant shall demonstrate that purchasing permanent equipment is less expensive than renting in order to charge the project for such purchases. Whenever possible, a large budget item should be broken out into per unit costs. “Miscellaneous,” “overhead,” and “contingency” are not acceptable line items.

H. *Indirect Costs*: This category includes costs that are incurred for common or joint objectives and cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items include salaries of executive officers, cost of operating and maintaining facilities, local telephone service, office supplies, and accounting services. Include a copy of the Federal agency approval of the current indirect cost rate with Section 7. Note that rates above 25 percent shall be listed as “Match/Cost Share” costs.

#### **Section 4: Budget Summary and Justification**

All items listed, whether supported by grant funds or cost-sharing contributions, shall be reasonable, necessary to accomplish project objectives, allowable according to applicable Federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contract services shall conform to the applicant organization’s written policies and established practices. In the section below the Budget Summary, provide a narrative justification of all cost items, including matching funds. Attach a separate page, if needed.

#### **Section 5: Status of Current or Recent NAGPRA Grant(s)**

If the applicant has a NAGPRA-funded project and has not yet fulfilled the obligations of that grant, and the grant period has not expired, include a one-page overview of the activities and accomplishments thus far. If a NAGPRA grant was completed in the last five years, describe the proposed and actual outcomes of the grant (*Federal Register* notices, claim letters, completed repatriations, etc.).

#### **Section 6: Supporting Documents**

Applicants must submit the following documents in support of their project proposal. Attach supporting documents to the proposal in the following order.

A. Tribal Resolution in support of grant application and authorizing grant administration, if project is funded. (Tribes only)

B. Letters of Commitment, stating specific responsibilities, from participating Indian tribes, Alaska Native villages and corporations, or Native Hawaiian organizations, if relevant. This is *required* for museums that are submitting a Repatriation Award application.

C. Letters of Commitment, stating specific responsibilities, from participating museums, if relevant.

D. Resumes for all project personnel, or detailed position descriptions and search criteria if personnel have not yet been chosen. A competitive selection process for consultants must be documented.

E. Letters of Commitment from project consultants.

F. Cost estimates for equipment to be purchased.

### **Section 7: Current Indirect Cost Rate Agreement**

The agreement shall be negotiated with and signed by the Federal granting agency that awards the most Federal funds (the cognizant Federal agency) to the applicant. If indirect costs are claimed, include six photocopies of the agreement with the grant proposal.

### **Section 8: Most Recent Auditor's Report letter**

Include a copy of the letter that accompanied the most recent Independent Auditor's Report.

### **Submitting Your Proposal**

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Applicants should review the proposal package carefully before submission. Include required items and the proper number of copies of each document. *The proposal is subject to rejection without review if any required item is missing.* Applicants with questions regarding these instructions should contact the National NAGPRA Program at (202) 354-2203, or via e-mail at NAGPRA\_Grants@nps.gov.

Resumes, position descriptions, search criteria, the indirect cost rate agreement, and the auditor's report letter should be printed on 8 1/2 x 11 inch paper and attached to the application. Legal size paper for attachments is not acceptable. Photocopies are acceptable. *Note:* Applicants should not submit proposals in folders or binders that cover the face sheet. Such covers will be discarded during application processing.

### **Address proposal packages sent by U.S. Postal Service (including Express Mail) to:**

National Park Service  
National NAGPRA Program  
1849 C Street, NW (Org. Code 2253)  
Washington, DC 20240  
ATTENTION: NAGPRA Grants

Note: Mail delivered by U.S. Postal Service is subject to irradiation prior to delivery, and delivery is typically delayed by two weeks or longer.

### **Address proposal packages sent by courier service (FedEx, UPS, DHL, etc.) to:**

National Park Service  
National NAGPRA Program (2253)  
1201 Eye Street NW (8<sup>th</sup> Floor)  
Washington, DC 20005  
ATTENTION: NAGPRA Grants

Hand-delivered proposals will be accepted between 8:00 a.m. and 4:30 p.m. EST daily, except Saturdays, Sundays, and Federal holidays. Please do not leave proposals with the building security guard or at the front desk in the building lobby, as this does not guarantee delivery. The National Park Service will not accept proposals sent via facsimile or e-mail.

## Proposal Deadlines

*Consultation/Documentation Award* proposals must be postmarked by **March 3, 2008**.

*Repatriation Award* proposals are reviewed upon receipt, from October 1 through June 30. While there is no specific deadline for Repatriation Award proposals, applications must be received by National NAGPRA prior to the beginning of any activities to be funded by the grant. Applicants are advised to submit repatriation grant proposals at least eight weeks in advance of beginning the project activities to allow sufficient time for review. Funds may not be available immediately. Repatriation grant proposals received after June 30 will be considered for funding in the following fiscal year, which begins on October 1.

### Proposal Pre-Review

You may contact the National NAGPRA Program to discuss project plans or to receive comments and suggestions on your draft proposal. Draft proposals for Consultation/Documentation awards must be received by **December 31, 2007**, for pre-review. Draft proposals for pre-review may be sent via FAX or e-mail. For more information, contact the National NAGPRA Program at (202) 354-2203, or via e-mail at [NAGPRA\\_Grants@nps.gov](mailto:NAGPRA_Grants@nps.gov). Pre-review of your proposal does NOT guarantee funding for your project, and is intended as guidance only. Final proposals are reviewed by an expert panel of museum and Native American professionals from Federal agencies.

### Selection Criteria

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Grant proposals will be evaluated according to four criteria:

***Criterion A*** - Are project objectives consistent with the goals of the Native American Graves Protection and Repatriation Act? (Projects that are inconsistent with NAGPRA's goals will not be considered for funding.) Are project objectives clearly described? Special consideration will be given to collaborative proposals, especially proposals that focus on sharing and disseminating information among museums and/or Indian tribes, or that outline a plan to work with specific Indian tribes and/or museums. Failure to submit letters of support for a tribal grant from all affected museums will not impede a grant request, although letters of commitment are recommended. (20 points possible).

***Criterion B*** - Is the project designed to accomplish project objectives efficiently? Are project activities clearly described in detail, with an explicitly stated link between the activities and the project objectives? Are activities organized logically? Are project methods and techniques described clearly? Are the roles and responsibilities of all project participants defined clearly and described? (20 points possible).

**Criterion C** - Is the budget reasonable to accomplish project tasks and activities? Are budget items necessary to accomplish project activities? Is the budget justification sufficient to explain project costs in detail? (20 points possible).

**Criterion D** - Are project personnel qualified to accomplish project objectives? Are project personnel qualified for the activities and tasks assigned? Are unfilled positions and consultancies clearly described? Are search criteria defined for all unfilled positions and consultancies? (20 points possible).

### **Selection Process**

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Proposals are reviewed by an expert panel that includes Native Americans and museum professionals. The National Park Service forwards recommendations for funding to the Secretary of the Interior, whose decision is final.

## **Proposal Checklist**

All applicants must send an **original plus five copies** (six packets total) of the proposal and the applicable supporting documents.

- ☐ SF 424 Application for Federal Assistance
- ☐ Tribal Resolution (Tribes only)
- ☐ Tribal Support Letters
- ☐ Museum Support Letters
- ☐ Letters from Project Consultants
- ☐ Cost Estimates
- ☐ Resumes
- ☐ Position Descriptions
- ☐ Indirect Cost Rate Agreement
- ☐ Auditor's Report letter (one copy only)

### **Repatriation Award applicants, also include:**

- ☐ Copies of Federal Register Notice(s)
- ☐ Documentation of Transfer of Control